

Public consultation

Introduction

Good planning involves consulting with the community and public consultation is one important part of the planning process. The City of Subiaco's (the City) consultation generally occurs on two types of planning proposals – strategic planning and statutory planning (i.e. development applications).

Strategic Planning is proactive. Consultation helps inform the specific controls we prepare to guide the way in which land is used and the types of buildings that are built.

Statutory Planning is where a specific proposal is publicly advertised to seek community feedback. Consultation helps inform decision makers in considering an application.

Comments made during public consultation are called submissions. Submissions are valuable information to help understand community feedback on a planning proposal and potential impacts that it may have.

The City uses submissions to request further information or amendments to planning proposals. Planning legislation only allows planning matters to be considered and actioned. Further information on what constitutes planning considerations is detailed later in this information sheet.

The City's process

Planning legislation requires that the community is given the opportunity to engage in planning proposals that may affect them. Consultation has the following benefits:

- Provides an opportunity for people to voice opinions and be involved in the planning and development of their community.
- Assists the City and Council in making informed and responsive development decisions.
- Maintains the transparency and accountability of the City's processes.
- Builds a cooperative and responsive relationship between the City and the community.
- Enables the City to explore a range of solutions to development issues.
- Encourages greater awareness and public participation in planning and development.

[Local Planning Policy 7.3: Public Consultation for Planning Proposals](#) outlines the types of proposals that require public notification and how the City undertakes consultation.

If you are preparing to lodge a development application, we encourage you to discuss your plans with your neighbours before lodging with the City. By doing this you can discount your planning fees by 25 per cent as per the City's [Local Planning Policy 7.2: Reducing, Refunding and Waiving Planning Fees](#). Further information is available on the [City's website](#).

Considerations when making a submission to the City of Subiaco

1. All submissions received by the City will be considered before making a decision on a planning proposal. Submissions are carefully considered with the City's legal responsibilities, the interests of the wider community and the reasonable expectations and rights of the applicant.

2. Submissions can be made in writing via:
 - the online submission form on the City's [Have Your Say Subiaco webpage](#)
 - email to city@subiaco.wa.gov.au
 - by mail addressed to the Chief Executive Officer.

Submissions should clearly indicate your name and address, as well as include the description of the property or matter to which your submission relates. We need to have received the submission before the specified closing date to ensure we process the application within the applicable timeframes. We understand that unexpected life circumstances happen and that you may need additional time; we can consider these requests on a case-by-case basis.

3. The content of submissions is not confidential and the City may provide the submissions to an applicant to consider if a proposal can be modified in response to the feedback. Submissions are included as attachments to relevant planning reports which are made public and may be subject to Freedom of Information requests.

Personal details such as names, telephone numbers and addresses are removed before a submission is provided to an applicant, made public or provided through Freedom of Information requests.

4. Planning submissions must raise valid planning concerns or comment, see **Table 1** for examples.

Table 1: Public submissions	
Valid submissions examples	Invalid submissions examples
<ul style="list-style-type: none"> • A loss of privacy, loss of direct sunlight or bulky buildings. • Perceptions of overdevelopment, such as limited open space or excessive building height. • Loss of heritage and/or an adverse impact on a heritage-protected place. • A type of land use and its impact regarding traffic, noise or other potential amenity impacts. 	<ul style="list-style-type: none"> • Judgements based on personal views or bias. • A possible impact on land value. • Assumptions or 'hearsay'. • Issues that relate to religious belief, morals or ethics. • Competition or oversupply of a service. • Matters dealt with by other relevant legislation.

If you would like to make a submission on a planning proposal, the City's Planning Services are available to meet with you to discuss your queries. You can contact Planning Services on 9237 9222 or by email at planning@subiaco.wa.gov.au.

Why wasn't I notified of a development application?

If development is taking place nearby and you have not received notification, the most likely reasons are:

- **The works or use did not require development approval.** The [Residential Design Codes](#) (R-Codes) applies to all residential development in Western Australia. If a proposal meets all the 'deemed-to-comply' provisions of the R-Codes and the City's local planning policies, it does not require approval from the City and consultation is not undertaken. Minor changes from the planning framework generally do not require consultation where there is limited/no impact to the community.
- **Your property is outside the notification area.** In some cases, notification is sent to immediately adjacent properties and/or those across the street.
- **Your postal address information at the City is outdated or incorrect.** The City notifies landowners and occupiers via post (i.e. a letter will be sent to the address(es) on file).